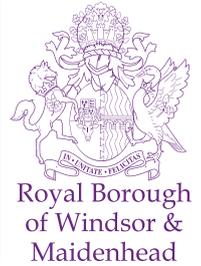




Royal Borough of Windsor & Maidenhead Film Office Frequently Asked Questions

www.rbwm.gov.uk



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1. What do you mean by 'filming'?

We use the term 'filming' to cover any kind of recording using a camera, or radio equipment; from filming with a handheld camera to feature films.

2. Can I use special effects?

Yes, provided that they can be carried out safely and you have complied with all conditions set by us or our partners (e.g police, fire brigade etc), and you have undertaken the correct risk assessment. You can find more information on stunts and special effects in our code of practice.



3. What do you do?

The Royal Borough of Windsor & Maidenhead Film Office is a discretionary (non-statutory) service offered by the council to support the safe planning and regulation of filming and events in the borough. We are currently working with Creative England to help promote use of filming in the borough. Creative England is a non-for-profit organisation and works in partnership with the British Film Commission to support film and television productions shooting outside London, and to promote England as a fantastic place to film.

4. Why do I get a 'no objection' letter instead of an approval for my film?

We send out a no objection letter as part of our legal responsibility to you and to residents, businesses and visitors. The letter is not a contract between you and the council, it simply means that we have no issues with your filming or event to go ahead as it has been described to us and provided that you comply with any conditions that we have given. The letter of no objection does not cover council partners - therefore these partners may ask for additional conditions before they agree to your activity

5. I am filming with a handheld camera only. Am I required to complete an application?

No. The code of practice does not apply to shoots where the only equipment used is handheld cameras or instances where filming is for reporting for daily news programmes

6. Is my location in the Royal Borough?

If you aren't sure whether your location or venue is in the Royal Borough, but you have a street name or postcode use the 'Maps Online' section on our homepage which identifies all the streets within the borough. If you're not sure where your location is but have a landmark, you could try doing a Google Maps search which can identify the borough your landmark is in

7. Can I film at Windsor Castle/Windsor Great Park/The Long Walk?

All enquiries regarding these locations need to be addressed to the Crown Estate:

<https://www.windsorgreatpark.co.uk/en/news-and-events/filming-photography>

8. Do I need permission to film?

We do not give permission, however we will send you a letter of no objection if we support your event once an application is received and all necessary checks are approved by our partners. If your filming is on (or will affect) the public highway or will affect residents, businesses or visitors, you will need to inform us.

9. Is my shoot on the public highway?

By 'public highway' we mean any pavements, walkways, roads or pedestrian areas in the Royal Borough of Windsor & Maidenhead. If you have made sure that your shoot is in the Borough, but are not sure if your shoot is on the public highway, you can e-mail us or call to check. If your shoot is in a private location, but is likely to affect the public highway, you will need to inform us.

10. What is the difference between the public highway and council property?

The council is responsible for the 'public highway', meaning any public pavements, walkways, roads or pedestrian areas in the borough. The council also owns property and assets, including council buildings, car parks, schools, community centres, parks, libraries and leisure centres. You will need to ask our permission to use these assets.



11. How much notice do I need to give you?

A minimum of two weeks notice is required in order to carry out relevant checks where necessary. Any applications received within a shorter time scale will still be accepted, however an additional surcharge may be applied to the application fee. The more complex the filming request, the more time will be needed to process the application. This also ensures there is available resource to meet demand.

12. How do I apply to hold my shoot?

You can apply by completing our online application form which is available on our website here: <https://www.rbwm.gov.uk/filming>. We will then contact you to tell you whether your shoot can go ahead, or whether you will need to change some elements on your application. If you have a short time before your chosen shoot date, please check your timescales are possible before applying.

13. What do you mean by ‘public interest’?

When we ask if your shoot will create public interest, we want to know if it’s possible that a crowd may form, for example if a high-profile celebrity is filming. If this is the case and there is a risk that it could disrupt or block the public highway (including pavements) you will definitely need to consider a spectator management plan.

14. What is a ‘sensitive location’?

A sensitive location is an area of the borough which has extra conditions attached to its use. For example any shoot held in Windsor or Maidenhead town centre needs to demonstrate that it benefits the local community whilst being aware of impacting businesses in these areas.

15. How do you decide where I can film?

We consider whether your shoot can go ahead safely, then we use the following criteria: area character; area scale and function; residential community; physical layout; townscape and capacity of the area (in terms of pedestrian and vehicle traffic); impact on pedestrian and vehicular traffic; consideration of the frequency of filming being held at the location, simultaneous activity, other filming, events, ceremonies, road works or other activity which will impact on the intended location.

16. Do I need Public Liability Insurance?

Yes, in almost all cases. If you are from a school, college or other public organisation, you may already have Public Liability Insurance (PLI). If not, you will need to arrange PLI for your shoot, no less than £5 million.

17. Do I need to book parking?

If you have vehicles that are required for your shoot, yes. Examples would be parking for crew, generators, catering trucks, or lighting cranes. You will need to apply for parking dispensation separately when you apply for your shoot. A dispensation allows you to pay for a bay that would normally be used for something else. Please visit the following link for more information



on parking dispensations:

<https://www.rbwm.gov.uk/home/transport-and-streets/parking/parking-suspensions-and-dispensations/parking-dispensations>

Otherwise the borough has parking available via public car parks. To find the nearest parking available to your shoot, please visit the following link for more information on public car parks:

<https://www.rbwm.gov.uk/home/transport-and-streets/parking/car-parks-and-park-and-ride>

18. Do I need a traffic management plan?

If you are intending on suspending parking, disrupting or diverting traffic or impacting on the public highway at all, you will need a traffic management plan, which you can submit with a filming plan if your application is successful.

19. What happens after I submit my application?

You will be notified via e-mail within 10 working days to acknowledge receipt of your application. You will be contacted separately to let you know if your application was successful.

If successful, we will send you a cost estimate of your shoot, which you have an opportunity to waive some or all of if you are not-for profit or a student organisation. We will then help you to plan your shoot.

If your application is not successful you may be subject to an administration fee (based on work required to process your application). An explanation as to why your application was rejected will be sent to you. You are also free to re-apply.

20. Will you send me a licence?

No, unless you apply for a licence for a specific part of your shoot. We do not license you to film, but we do send you a letter of no objection as part of our legal responsibility to you and to residents, businesses and visitors. The letter is not a contract between you and the council, it simply means that we have no objections with your shoot going ahead as it has been described to us and provided that you comply with any conditions that we have given. The letter of no objection does not cover council partners such as the Police or Royal Berkshire Fire & Rescue, and these partners may ask for additional conditions before they agree to your activity.

21. How do I conduct a risk assessment?

You can ask the film unit for a copy of our risk assessment template, but essentially you identify all potential risks (such as boxes piled by a fire exit), identify who is at risk (people trying to exit during a fire) and explain how you will mitigate or prevent them (move the boxes somewhere else).

22. Do I need to make adjustments for disabled people?

Yes you do. Your shoot cannot discriminate against anyone with a disability in terms of access as a member of the public. Adjustments can include ensuring that that dropped kerbs are not blocked and that trained stewards are on site to provide advice or assistance.



23. How do I get railings or bollards removed for my shoot?

You need to make a request to the film unit as soon as possible if you want to remove any pieces of street furniture. This must be done by the highways department and you may incur additional costs. Please note we may not be able to accommodate all requests of this nature.

24. How do I consult with businesses and residents?

The film office can advise you on this depending on the size of your shoot, but as a general rule, you should do a letter drop to all affected addresses at least a week before your shoot. The letters should include your name and contact details, the details of the Royal Borough's film office and explain what, when and where the shoot is, the times that it will be running and any steps you have taken to reduce the impact on affected parties.

25. What should I bring with me on the day of my shoot?

You will need to bring: your letter of no objection, any licences, permissions or suspensions and any other items as advised by the film office.

26. What happens if the council or one of its partners withdraws support?

If we or one of our partners (such as the police) withdraw our support, then your shoot cannot go ahead in its current form. We will never withdraw support without a valid reason and we will do our utmost to alert you to any risk of this outcome and to support you to take measures to correct the problem so that we can maintain our support of your shoot.

27. How much does it cost to film in the Royal Borough?

This completely depends on your shoot and how complex it is. An up-to-date list of fees is available upon request.

28. You have said that I applied too late, what can I do now?

We recommend re-applying with a later filming date.

29. Are there any monitoring checks carried out during the shoot?

All shoots may be subject to random checks by any member of the council. This is to ensure that the conditions of the shoot stated within the application are still as described and meet all requirements that are checked as part of the application process. More information is available upon request.

